

Memorandum: Instructions for new State Form 36040

In an effort to reduce paperwork and make your job easier, ICPR is consolidating the two forms currently used when revising or creating a form. The Request for Electronic Form (SF 48874 R3/10-06) will be eliminated and no longer necessary to fill out. The pertinent information from that form will now be on the new SF 36040.

New instructions, attached, provide a field by field description of the information ICPR needs. While almost all of the changes are self-explanatory, there are a few we would like to highlight.

- All forms will be held electronically in the ICPR forms catalog. ICPR is in production of a new forms database to hold all forms. This database will have permissions broken into three categories corresponding to the question asked on the fifth line of section two. General Public forms will be available on the state forms catalog and any individual can access the form. State Employee forms will only be accessible if the individual is on the state backbone. These forms should be internal process forms that need some level of protection. Restricted Access forms are only for the most sensitive forms such as birth and death certificates. Until the new ICPR database is fully implemented, forms marked for state employees or restricted access will not be posted to the State Forms Catalog.

- Now that all forms will be held in the ICPR forms catalog we need to collect electronic copies of all forms. When submitting an agency designed form, please include the form on a disc or CD. If a copy is not included a designer will request the form via email. A form will not be finalized until ICPR receives electronic artwork.

- A Print Requisition is no longer necessary to finalize a form. If a print request is not received, ICPR will assume this form is to be printed by the user as needed. Print requisitions for a revision can still be submitted with the 36040 and will be processed. After the finalization of a form, it can still be printed using the current reprint process and submitting the requisition to sfprint@icpr.in.gov. PLEASE NOTE: The revision must be finalized before the requisition for the first print job or any reprint is submitted.

- Section three will only be necessary to fill out if you are having a printing vendor produce printed copies of this form. If a form is only to be posted online feel free to skip this section.

We hope you will begin using this form immediately. Please pass along any questions or problems as they come up. I realize this will be a significant change to the process, but ultimately beneficial. We appreciate your help as we continue to improve our process.

INSTRUCTIONS FOR COMPLETION OF STATE FORM 36040, REQUEST FOR APPROVAL OF NEW / REVISED FORM

ICPR has combined the two forms formerly used to request a new / revised form, into one form. This newly revised 36040 eliminates the need for the 48874. ICPR has taken steps to clarify the information necessary to complete your request. Please take the time to complete the form correctly, as this will greatly reduce the time it takes ICPR to complete your request.

I. PART ONE

- A. **Name of agency forms coordinator, coordinator's initial, and telephone number:** Self-explanatory.
- B. **Name and address of agency, agency number:** Please be sure to complete this information, with any division name, if applicable. This facilitates our research methods to see if the form already exists.
- C. **Name of requestor, requestor's initial, and telephone number:** Self-explanatory.
- D. **Date submitted:** Date SF 36040 is submitted to Forms Management.
- E. **Delivery date requested:** An actual calendar date is required. This date should reflect when the finalized version needs to be out of ICPR and does not include the print time. New forms / revisions must be finalized before they are accessible through the forms catalog or a printing vendor. Please plan accordingly and notify ICPR as soon as changes are needed. Generally, revisions are completed in 2-3 weeks. The turn around time depends on the accuracy of the initial information you give to ICPR and on your response time to requests from ICPR.

II. PART TWO

- A. **Approval requested for:** Self-explanatory. Please check your agency records to see if the form already exists. ICPR will do a check of all active and inactive forms to ensure the form is not being duplicated.
- B. **Form title:** Self-explanatory. Please note that this is the suggested title for the new form. Forms Management will approve the final title.
- C. **State form number:** Leave blank if it is a new form; indicate existing state form number if it is a revision. Please be sure to include revision code and date.
- D. **Artwork to be provided by:** Indicate by checking the appropriate box whether you wish "ICPR Forms Design" to create/revise your form, or if your agency is submitting your own design ("Agency"), or if you wish an outside "Vendor" to create/revise your form. Remember, design work by ICPR Forms Design is free. If your agency chooses to submit its design, an electronic copy is required.
- E. **Estimated annual usage:** Make an educated guess if an exact total is not available.
- F. **Size:** Self-explanatory. If the form is in a continuous feed format, indicate the size with the pinfeeds (can be with or without perforations).
- G. **Number of sheets / plies:** Pertains to bond sets, booklets, unit sets, or multiple-part continuous feed forms.
- H. **How is form completed?** Self-explanatory. If more than one way, check the appropriate boxes. This information helps the designers choose the best layout for your form.
- I. **Is this form used with a window envelope?** If the form is placed within a window envelope, that spacing is critical to design.
- J. **Does the form involve the accounting of money?** Self-explanatory.
- K. **Has this form been submitted for SBA or Auditor approval?** Self-explanatory.

- L. **Who should have access to this form?** The new ICPR forms catalog will have protections built in, should your agency not want the general public to get to the form. On a highly sensitive form, such as a birth certificate or death certificate, please indicate Restricted Access.
- M. **In what format should this file be stored?** Please select all formats you would like the form to be in on the state forms catalog. Select "non-fillable PDF" for restricted files.
- N. **Are you asking for Social Security Number?** Self-explanatory.
 - 1. **If Yes, is it:** Self-explanatory.
 - 2. **Applicable state / federal statute(s).** If unknown, check with your legal analyst.
- O. **Are you asking for confidential information?** Self-explanatory.
 - 1. **If Yes, under what state / federal statute or promulgated rule is this covered?**
If unknown, check with your legal analyst.
- P. **Will any other agency use this form?** Self-explanatory.
 - 1. **If Yes, what agency?** Self-explanatory.
- Q. **Is any data copied onto / from other forms?** Self-explanatory.
 - 1. **If Yes, list title(s) and state form numbers.** Self-explanatory.
- R. **Is the record microfilmed?** Self-explanatory.
 - 1. **If Yes, which ply?** Self-explanatory.
- S. **Is form part of an existing record series (for Retention Schedule)?** Self-explanatory.
 - 1. **If Yes, what is the series number / title?**
 - 2. **If No, give reason for non-compliance.**

III. PART THREE

The Following Section is only necessary if you intend to have your form produced by a printing vendor. If you only need the form accessible electronically, you may leave this section blank.

- A. **Form construction:** Self-explanatory.
- B. **Type of paper:** Self-explanatory.
- C. **Ply sequence:** If form is a flat sheet, indicate the color of paper in the COLOR column, check appropriate Box F and/or B under COPY to indicate printing on the front and/or back of the form. If the form is a unit set, indicate the color and distribution of each ply and check the appropriate boxes regarding printing on the front and/or back of each ply.
- D. **Will it be:**
 - 1. **Padded?** Self-explanatory.
 - a) **Number of sheets per pad:** Self-explanatory.
 - 2. **Carbonless?** Pertains to unit set forms. Black impression is standard.
 - 3. **Perforated?** Self-explanatory. Does not apply to pinfeed margins of continuous feed forms.
- E. **Will it have:**
 - 1. **Carbons?** Pertains to carbon-interleaved (unit set) forms. Black impression is standard.
 - 2. **Consecutive numbers?** Used only when the form requires numbering; e.g. warrants, receipts, other types of controlled or accountable forms, etc.
 - 3. **Holes punched?** Self-explanatory.
 - 4. **Other:** Use to describe unusual features of the form; e.g. "diagonal corner cut" or "creasing", etc.
- F. **Comments:** Make any additional comments regarding the form.

IV. PART FOUR

- A. **Do not write anything in Part Four.** This is to be completed only by Forms Management, Indiana Commission on Public Records.